

## Responsible Use of Artificial Intelligence (AI) Policy

### 1. Purpose

The purpose of this policy is to outline the framework that governs all students' plagiarism to ensure compliance with relevant Australian Government regulations, specifically:

- Standards for RTOs 2025 – Standard 1 (Quality Training and Assessment) – Clauses relating to assessment validity, academic integrity, and authenticity.
- ELICOS Standards 2018 – Standard P4 (Assessment of ELICOS students) – Clauses relating to valid, fair, and reliable assessment practices, accurate measurement of student progress, and integrity of assessment outcomes.

This policy outlines the appropriate use of Artificial Intelligence (AI) tools in academic work to maintain academic integrity, ensure transparency, support ethical practice, and protect academic and intellectual integrity.

### 2. Scope

This policy applies to all students and staff at ILSC and Greystone College, including those enrolled in English Language Intensive Courses for Overseas Students (ELICOS) and Vocational Education and Training (VET) programs.

It governs the use of Artificial Intelligence (AI) tools in all academic submissions, assessments, and learning activities.

This policy is to be read in conjunction with ILSC and Greystone College's Academic Integrity Policies.

### 3. Definitions

**AI Tools:** Refers to generative artificial intelligence technologies, such as language models (e.g., ChatGPT), content creation tools, and automated systems used for generating text, code, images, or any other material.

**AI-Generated Content:** Any output produced by AI tools, including written text, data analysis, coding, or media.

#### Common Types of Generative AI Tools and Functions

- Text generation – human-like text produced by LLMs
- Image generation – transforming text into images or creating images
- Video generation – creating or editing videos
- Audio generation – creating audio files such as music, speech, sound effects
- Code generation – producing programming code (Python, Java, C++, etc.)
- Design generation – layouts, visual compositions, graphical elements

## 4. Policy Statement

ILSC and Greystone College are committed to maintaining the highest standards of academic integrity while embracing emerging technologies, including Artificial Intelligence (AI).

AI tools should support learning but must not replace personal effort, academic responsibility, or the development of professional skills.

Transparency, responsibility, and ethical use of AI are required in all educational and administrative work.

## 5. AI Use Requirements and Expectations

This section outlines the principles, requirements, and conditions governing the appropriate use of Artificial Intelligence (AI) at ILSC and Greystone College. It defines acceptable and prohibited practices, expectations for transparency and citation, and support available to students and staff.

### 5.1. Guiding Principles

- **Integrity:** AI tools should enhance learning but not substitute personal effort or academic responsibility.
- **Transparency:** Students and staff must be open about the use of AI tools in all educational and administrative work.
- **Responsibility:** AI contributions must be acknowledged to avoid misrepresentation or plagiarism.

### 5.2. Guidelines for Acceptable Use of AI

- **Learning Aids:** AI may be used for research, drafting ideas, language assistance, and summarising researched content if the AI's contribution is acknowledged and cited.
- **Skill Development:** AI may support development of technical, writing, research, and problem-solving skills if it complements learning without compromising independent critical thinking or personal and professional reflective practice.
- **Transparency:** All use of AI in assessments must be disclosed, and AI outputs must be cited, including tool name, date used, nature of contribution, and prompts.

### 5.3. Prohibited Practices

- **Use in Assessments:** AI tools must not be used in any observation, quiz or written assessment unless explicitly allowed.
- **Assessment Completion:** Students may not use AI to generate or complete assessments, topic quizzes, knowledge questions, observational scripts, presentations, or other assessable items.
- **Submitting AI-Generated Content as Original:** Students must not submit any AI-generated material (e.g., assessments, reports, presentations, scripts for observations, images) as their own without

acknowledgment. This includes using AI to generate content that the student presents as original work.

- **Excessive reliance on AI:** AI should not be used in a way that undermines the development of a student's personal and professional skills or replaces critical thinking and analysis and the development of workplace appropriate soft skills.
- **Critical thinking and Personal Reflective Practice:** While AI can assist in gathering information and generating ideas, students are expected to engage in critical thinking and personal reflective practices, independent of AI-tools and AI generated insights.

#### Clarification: When AI Use Is and Is Not Plagiarism

To support understanding of this policy, the following examples clarify when the use of AI tools is acceptable and when it may constitute plagiarism.

##### When AI use is NOT plagiarism

- AI is used for ideas, brainstorming, outlining, or general guidance
- Students rewrite, edit, and add their own thinking to the output
- Students acknowledge or cite AI use as required by the College
- You ensure the work reflects your understanding and voice

In these cases, AI is treated as a support tool, similar to a tutor or study aid.

##### When AI use CAN BE plagiarism

- Students copy AI-generated text and submit it as entirely their own work
- Students present AI work as original thinking without attribution, when attribution is required
- Students rely on AI to complete assessments without understanding or engaging with the material

This is considered equivalent to copying from a website or another individual without proper acknowledgment and is a breach of academic integrity.

#### 5.4. Citation of AI Tools

**Citing AI:** If AI tools are used to generate content or support research, students must provide a citation indicating the AI tool, how it was used, and the extent of its contribution. Where possible, providing AI prompts to showcase how the tools were used to support research, learning and the generation of ideas.

Example:

*"This report was generated with the assistance of [AI Tool], used on [date], to help organise and summarise key points. The following prompts were used to assist."*

#### 5.5. Detection and Consequences of Misuse

- **Plagiarism Detection:** Greystone College employs both manual reviews and AI detection software to identify plagiarism and the inappropriate use of AI tools.

- **Consequences:** Violations will be treated in accordance with the college's Academic Integrity Policy. Penalties range from an official warning and signing of a breach of academic integrity form, to cessation of enrolment at the discretion of senior school management.

## 5.6. Educational Support and Resources

- **Academic Training:** Students receive training on appropriate use of AI tools and managing academic integrity via our Moodle LMS platform and during student orientation.
- **Academic Support:** Academic support is available to help students understand their role within acceptable AI use in our learning environment, and how to enhance their skills without over-relying on AI tools.
- **Trainer Guidance:** Trainers receive resources to support them in identifying inappropriate AI use and fostering an understanding of responsible AI practices among students.

## 6. Procedures

This section describes the procedures ILSC and Greystone College will follow when detecting, investigating, and responding to potential breaches involving the use of AI tools. These procedures support consistent, fair, and transparent application of this policy.

### 6.1. Detection of Plagiarism

In alignment with the Plagiarism Policy, if plagiarism involving AI tools is detected, the following line of questioning will be used during the student investigation meeting.

The objective is to assess the student's use of AI, the tool used, understanding of the topic, information retention, critical thinking, and whether a breach has occurred.

1. **AI Tool Usage:**
  - What AI tools did you use for this assessment?
  - How did the AI tools influence your approach to completing the assessment?
  - What type of AI prompts did you use for this assessment?
2. **Modification and Integration:**
  - Can you describe any modifications you made to the AI-generated content before including it in your response?
  - How did you integrate AI-generated suggestions with your own ideas or knowledge?
3. **Evidence and Documentation:**
  - Do you have documentation of the AI tool's outputs, including screenshots or logs, that demonstrate how the tool was used?
  - Can you provide examples of how the AI-generated content was revised or adapted to fit the assessment requirements?

**4. Understanding and Application:**

- Can you explain how you arrived at the conclusions or answers presented in your response
- How do the concepts discussed in your response apply to the assessment criteria?

**5. Critical Evaluation:**

- How did you verify the accuracy of the information or arguments presented in your response?
- What methods did you use to ensure the originality and relevance of the content in your response?

**6. Learning Outcomes:**

- What have you learned from using AI tools in this assessment process?
- How will you manage the use of AI more appropriately next time?

**7. Related Legislation and Standards**

- Standards for RTOs 2025
- National Code 2018
- ELICOS Standards 2018

**8. Policy Review**

This policy will be reviewed at least every year, or earlier if required, to ensure alignment with changes in legislation, regulatory standards, compliance requirements, or organisational operations. Earlier reviews may be undertaken in response to audits, incidents, or identified opportunities for improvement.

**8.1. Details**

Policy Title		Responsible Use of Artificial Intelligence (AI) Policy		
Approved by		Vice President Australian Operations / Director of Quality Assurance		
Next Review Date		June 2027		
Version	Date	Effective Date	Comment/Note	Author/Reviewed by
1.0	24-Oct-2024	24-Oct-2024	Initial creation of the AI Policy to establish expectations for AI use, academic integrity, plagiarism management, and assessment authenticity at Greystone College.	National Director-GC
2.0	24-Nov-2025	24-Nov-2025	Policy updated to align with the Standards for RTOs 2025	Deputy Director Quality Assurance



3.0	17-Jun-2026	22-Jun-2026	<p>Added clarification section outlining scenarios where AI use is and is not considered plagiarism to improve transparency, strengthen student guidance, and support consistency in academic integrity decision-making. Policy title updated from <i>Artificial Intelligence (AI) Use Policy</i> to <i>Responsible Use of Artificial Intelligence (AI) Policy</i> to better reflect intent and scope. Policy updated to include alignment with ELICOS Standards 2018 support applicability across ELICOS delivery.</p>	National Director-GC, Director of Quality Assurance